

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE

MINUTES – MONDAY January 12, 2009

Chairman Coombs and called the meeting to order at 6:04 PM in Conference Room One.

Present:

Committee Member Name	Present	Absent	Excused
Joseph Coombs, Chairman	X		
Tim Tuell, Vice Chairman	X		
Raymond Grasso	X		
Richard LePore	X		
Luke McEntire	X		
Carmen Pace			X
Stuart Temple, Clerk Pro Tem	X		
Liaison Present			
Paul Montinieri, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guests Present			
Laurel Goodgion, Library Director	X		

Today is day 608 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of December 22, 2008 Meeting – Motion by Luke McEntire second by Tim Tuell to approve the minutes. **All but one member voted in favor (Stuart Temple abstained).**

3. Items for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. National Library Relocations – Invoice 15016 - \$28,295.00 – Chairman Coombs advised this is the final invoice we will receive from this firm. Tim Tuell asked if we came within the budget or will there be an adjustment to the budget sheet we received today. Tony Martino advised this came in approximately \$700 over what was in the purchase order. Storage went one month beyond what we expected. It's not a full month's expense because we obtained a credit when the books were delivered as they weren't in storage for a full month. Motion made by Stuart Temple seconded by Richard LePore to approve payment. **All members voted in favor.**

B. Change Orders

1. PCO 50 – Request Additional Supervision - \$40,500.00 – (Previously tabled) Motion by Luke McEntire seconded by Raymond Grasso to take this item off the table. **All members voted in favor.** Mike Turner distributed Peter Wells January 11, 2009 letter to Chairman Coombs decision regarding the request for additional supervision. This letter was received today and will be forwarded to the Town Attorney before it is released to Kronenberger. Chairman Coombs advised Jack Bradley is aware of this PCO but has not seen Peter's response which was received this afternoon. It was suggested this item remain tabled until we get an opinion from Jack Bradley. Motion made by Stuart Temple seconded by Raymond Grasso to receive the letter as information. **All members voted in favor.** Motion made by Stuart Temple seconded by Raymond Grasso to table PCO 50. All members voted in favor. **All members voted in favor.**

C. Staff Information

1. Job Meeting Minutes – December 18, 2008 – Motion by Stuart Temple seconded by Richard LePore to receive this as information. **All members voted in favor.**
2. Budget Report Dated January 9, 2009 – Mike Turner advised he tried to keep the same format while putting the pending change orders in priority order. From line 47 down the PCO's are listed in priority order. Mike Turner advised the \$10,000 allocated for the Radio Antenna for the EOC has been removed from the list as a grant has been received to pay for that item. Tim questioned why the balance wasn't greater. He was advised the furniture listed below the bottom line was not included in the total. Mike advised he used the theory we need to finish the building first before purchasing the rest of the furniture. Mike Turner advised there is a conference table and chairs that will become available from the Chamber of Commerce. He sent out an e-mail to all Town Agencies seeing if they could use the table and chairs. Mike thought they might be good for the Library's small meeting room/ Laurel Goodgion saw the e-mail and suggested they be given to the Nature Center. Luke McEntire questioned the list of items were waiting for PCO's on. Mike Turner advised we received three today but they have not been reviewed by the Architect or Engineer for comment and verification of the pricing. Once that is done they will be forwarded to the Committee for consideration. Chairman Coombs advised there is the potential for a new PCO for a valve for the air handling unit for to the Town Council Chambers. The mechanical contractor thinks the valve needs to be replaced now but our Engineer feels we can hold off on it at this time. The only benefit of doing it now is to accomplish the work while the system is shut down. Tim Tuell questioned why the hood was still being shown under proposed work, wasn't this approved? Mike Turner advised it was and will be reflected on the next report. It will not affect the bottom line. Tim Tuell advised he realized something has to be on the bottom of the list but he would really like to see us be able to provide the furniture shown at the bottom of the budget sheet. Motion made by Raymond Grasso seconded by Stuart Temple to receive this budget report as information. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised there is some work left to be done in the Library. The staircase railing is currently being fabricated for installation. There is also some plumbing and other minor work to be completed in the Library. The Council Chambers is moving along. After this meeting Chairman Coombs offered to bring members to the Council Chambers and Library to show them the progress made to date. Chairman Coombs advised that the last job meeting was a loud one. Once we advised we cut the payment for the HVAC work until the system was corrected and brought up to speed we could not pay Kronenberger. Sub-contractors got angry and started finger pointing. Chairman Coombs advised the subcontractors he is only looking for what is due by the contract. They have now started balancing and fixing the system. Mike Turner explained the process the fan coils go thru and how they were going to be reprogrammed to stop all the fresh air from coming in thru the vents to avoid the cold air blowing on employees. We will not make a payment until the Engineer gets a report showing the system is in balance and working. Mike Turner suggested the Committee authorize us cutting the check and hold it awaiting receipt of approval from the Engineer that the system is working properly. Tim Tuell suggested once the work is complete wait two additional weeks to be sure Town employees are happy with the system and they have no further problems. Committee members agreed with Tim. Waiting until next meeting will give us input

from town staff advising if there are further problems or not. Stuart Temple suggested we show this as an open item under old business on the next agenda. At this point Laurel Goodgion advised that her offices and the rooms on the South side of the Library are too hot and need adjusting. Mike Turner advised he will have the contractor check it out. Chairman Coombs advised it will be hard to do final balancing on the Library side until after they finish bringing in and erecting all the furniture and books. Mike Turner advised after we pay Kronenberger what is due on HVAC work completed to date (once working right) there is another \$5,000 in their contract to do final balancing of the system.

E. New Business

1. Unitech Proposal Council Chamber Sound System - \$19,949.36 – Mike Turner advised there is \$20,000 in the budget for this work. Mike Turner advised the speakers we will be getting look like the ceiling tiles. They will be installed in the ceiling grids. Six will be in the Council Chamber area and two will be where the general public sits. Based on this proposal and the next one Deputy Mayor asked Mike Turner to get a second quote from another state bidder on these proposals from Unitech to be sure we are getting the best price. The proposal forwarded to Council should be the lowest bidder. Motion made by Tim Tuell seconded by Richard LePore to send this proposal to Council for consideration, including the Deputy Mayor's recommendation. **All members voted in favor. NOTE:** Mike Turner advised there was a meeting today with the Manager, Supt of Schools, Rae Ann Palmer and a member of the State DPUC. There might be state funds to pay for upgrades to our system for broadcasting on Public Television Channel 16. Channel 14 just got a grant for \$24,000 and we might be able to get a similar amount for Channel 16. Rae Ann will work on the Grant. We might be able to use the Grant to pay for some of the items in the Unitech proposals.
2. Unitech ADA Devices, Digital Recorder, Wireless Microphone - \$3,999.14 – These items are not part of the base proposal in item E1. The ADA devices will allow people with hearing aids to hear what's emitted from the system to be clarified for them. The digital recorder will transpose the sound to digital so we can provide electronic copies of the meeting to people when requested. The wireless microphones will provide people giving presentations at Commission meetings the opportunity to move around the room while making their presentations. Motion made by Tim Tuell seconded by Richard LePore to send this proposal to Council for consideration, including the Deputy Mayor's recommendation in Item E1. **All members voted in favor.**
3. Unitech Projection Screen & Miscellaneous Technology - Mike Turner handed out this information at the meeting. – This is for an additional projector screen and lectern. We are still waiting for the proposal on this. It will be included on the next agenda for consideration. Mike Turner advised there are funds within the budget to incorporate all three Unitech proposals.

4. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday January 26, 2009 at 6:00 PM in Conference Room One.

Prior to adjourning the meeting Chairman Coombs asked Deputy Mayor Montinieri and Laurel Goodgion if they had any questions. Laurel Goodgion commented that today was the 6th day of the 19 workdays the Library needed to reopen.

5. **Adjournment:** Motion made by Raymond Grasso seconded by Stuart Temple to adjourn. **All members voted in favor.** Meeting adjourned at 7:03 PM.

NOTE: Once the meeting was over Chairman Coombs took members interested up to see the progress made to date in the Council Chambers and Library.

I hereby certify that the above is a true copy of the minutes approved by the Town Hall Renovation Committee.

Stuart Temple, Clerk

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